



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSISTANT DIRECTOR, SUPPORT SERVICES	45	A	12.503

Under administrative direction, is responsible for planning, organizing, directing, monitoring, evaluating and controlling all non-custody matters in the Department of Corrections such as organizational planning/problem resolution, logistics and fiscal management; may assume the duties of the director in his/her absence.

Manage and coordinate organizational planning and problem resolution; integrate planning by developing and implementing mission statements, critical issues, long term objectives, integrated programs, financial projections, short term solutions, initiatives, action plans and performance indicators; perform problem solving; detect, resolve and/or improve Support Services management problems and adjust priorities.

Direct the drafting, preparation, and promulgation of department policy, regulations, Information Bulletins, and Administrative Directives and anticipate and advise the director on implications and consequences of proposed departmental policy and recommended appropriate course of action.

Determine overall organizational structure of the department including work operations, work methods and procedures, workflow and necessary adjustments to reflect changes in objectives, operations, and relationships with other institutions; review work in terms of accomplishment of program objectives, personally reviewing unusually difficult or important items; study work and progress reports prepared by subordinate supervisors; and give personal consideration to problems referred by subordinates.

Direct subordinate personnel responsible for fiscal management and coordination including cost control, auditing, cost analysis and fiscal forecasting; provide administrative supervision over the planning, development and control of department budgetary and fiscal matters including the Inmate Bank, General Fund Accounting, Inmate Welfare and Nevada Division of Forestry Funds, data processing, Medical Administration, industrial programs, restitution centers, conservation camps and institutional business management.

Organize and direct all department logistics including Inmate Stores, procurement, Capital Improvement Project Management, Fleet Management, Warehousing, Property Management (fixed asset management and risk management), Contracting, Food Service, and Physical Plant Operations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with major work in business administration, public administration, finance or closely-related field and four years of high level administrative or managerial experience with responsibility for a variety of functions including business administration, data processing, finance, accounting, budgeting and logistics; **OR** Bachelor's degree from an accredited college or university with major work in business administration, public administration, finance or closely-related field and six years of high level administrative or managerial experience with responsibility for a variety of functions including business administration, data processing, finance, accounting, budgeting and logistics; **OR** an equivalent combination of education above the high school level and qualifying experience on the basis of two years of experience for one year of education. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: the use of such management tools as information systems, statistics, accounting, and public relations; organizational planning. **Working knowledge of:** operating and financial procedures used in managing a large, complex budget; modern principles and practices of commercial and governmental accounting, management analysis, budgeting, auditing, fiscal forecasting, cost analysis and control. **Ability to:** administer and control a variety of operations; exercise judgment in analyzing problems and situations and making unilaterally responsible decisions; communicate effectively both orally and in writing; plan and execute work efficiently, analyze and evaluate a wide variety of records and reports and assimilate a vast array of information; supervise and administer a large, complex organization; work tactfully and productively with the general public, elected and government officials, employees and other public and private entities; develop and monitor policies and procedures; acquire the cooperation of management officials; plan, implement and evaluate the organizational needs of the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: modern principles and practices of the administration, organization and management of correctional institutions including the feeding, housing, clothing, treatment, discipline, custody and rehabilitation of offenders; financial and operating procedures in managing adult correctional institutions; and the State legislative process.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.503

ESTABLISHED:	4/25/80
REVISED:	12/9/88-3
REVISED:	11/15/91PC
REVISED:	7/1/93P
	11/6/92PC
REVISED:	7/1/93LG
REVISED:	7/1/01LG
REVISED:	10/31/01UC